

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



<b>DATE:</b>	<b>April 7, 2003</b>
<b>POSITION:</b>	<b>COURTROOM DEPUTY SUPERVISOR</b>
<b>LOCATION:</b>	<b>500 Pearl Street New York, New York</b>
<b>CLASS LEVEL:</b>	<b>Up to CL-29</b>
<b>SALARY:</b>	<b>Up to \$71,560 Depending on Qualifications and Experience</b>
<b>CLOSING DATE:</b>	<b>April 30, 2003</b>
<b>VACANCY NO.:</b>	<b>03-10</b>

***THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY***

***DUTIES AND RESPONSIBILITIES:*** The Courtroom Deputy Supervisor is the daily point-of-contact person between the Judges of the court, their chambers staff, and the Courtroom Deputies. Under the supervision of the Operations Manager (Trial Support), the incumbent is responsible for overseeing the day-to-day co-ordination and scheduling of all courtrooms and performance of courtroom support staff; overseeing the training of new courtroom and relief courtroom deputies and ongoing training for established staff; represents the courtroom services section in planning and management discussions; schedules relief staff; prepares organizational memos to judges, other court agencies and Clerk's Office personnel regarding statutory and procedural changes. The incumbent is also responsible to perform certain court audit functions as a Manager with the court.

***REQUIRED QUALIFICATIONS:*** The minimum qualification for this position is three years of general experience and three years of specialized experience as indicated below. For those already employed in the Federal system, at least one year of experience at or equivalent to CL-27 is required for appointment to CL-28 and subsequently one year at CL-28 is required for appointment to CL-29. A college degree and experience in judicial administration are highly desirable qualifications. Applicants must have demonstrated experience in working with in various automated management systems. ***If chosen for an interview, applicants must be able to demonstrate an extremely high level of communication skills and discuss their management philosophy and ability to motivate and manage people.***

***GENERAL EXPERIENCE:*** Progressively responsible experience that provides evidence that the applicant has 1) a general knowledge of management practices and administrative process; 2) skill in dealing with others in person-to-person relationships; 3) the ability to exercise mature judgment.

***SPECIALIZED EXPERIENCE:*** Progressively responsible experience in administrative, supervisory, managerial, or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

***EDUCATIONAL SUBSTITUTION:*** Education above the high school level in an accredited institution may be substituted for general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of general experience. Completion of the requirements of one academic year (30 semester or 45 quarter hours) of graduate study in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, or completion of a Juris Doctor (JD) degree, may be substituted for two years of specialized experience.

***APPLICATION PROCEDURE:*** To be considered for this position please submit a resume detailing your education and a cover letter. The cover letter should indicate the position that you are applying for and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered.

***PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:***

***U.S. DISTRICT COURT  
500 PEARL STREET  
NEW YORK, NEW YORK 10007  
ATT: PERSONNEL, ROOM 310***

**THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK**

**APPLICANTS MUST BE UNITED STATES CITIZENS**